

**321—25.27(231C) Tenant documents.**

**25.27(1)** A file for each tenant shall be maintained at the program and shall contain:

*a.* An occupancy record including the tenant's name, birth date, and home address; identification numbers; date of occupancy; name, address and telephone number of health professional(s); diagnosis; and names, addresses and telephone numbers of family members, friends or other designated people to contact in the event of illness or an emergency;

*b.* Application forms;

*c.* Initial evaluation and updates;

*d.* Nutritional assessment as necessary;

*e.* Initial individual service plan and updates;

*f.* Signed authorizations for permission to release medical information, photos, or other media information as necessary;

*g.* Signed authorization for the tenant to receive emergency medical care if necessary;

*h.* When appropriate, medical information sheet, documentation of health professionals' order, treatment, therapy, medication and service notes;

*i.* Advance health care directives as applicable;

*j.* A complete copy of the tenant's occupancy agreement including any updates;

*k.* Written acknowledgement that the tenant or the tenant's legal representative, if applicable, has been fully informed of the tenant's rights;

*l.* A copy of guardianship, power of attorney, or conservatorship or other documentation of a legal representative as necessary.

**25.27(2)** The program records relating to a tenant shall be retained for a minimum of three years after the transfer or death of the tenant before the records are destroyed.

**25.27(3)** All records shall be protected from loss, damage and unauthorized use.